

## **Responsibilities of the State Office CASHE Point of Contact**

- Accurate tracking and reporting on progress made by each organizational unit on their implementation of CASHE corrective actions.<sup>(1)</sup>
- Training field managers on the CASHE Program/process within their state including, but not limited to the tracking of CASHE findings and how to request funding for implementation of CASHE corrective actions.<sup>(2)</sup>
- Participating in the performance of CASHE audits and in periodic meetings/conference calls on CASHE Program issues.
- Providing feedback to the CASHE Program Lead on proposed CASHE audit schedules.
- Informing field managers, safety officers, and HAZMAT staff of the CASHE audit schedule.
- Review and feedback to the CASHE Program Lead regarding proposed guidance and policy on CASHE related issues.
- Coordination of CASHE issues and actions (e.g., annual CASHE Status Update) with other affected programs and offices.

### **Footnotes:**

(1) Written progress reports to be made twice a year by the State Office's CASHE Point of Contact to their Associate State Director, the Deputy State Director (DSD) for Support Services, and the DSD responsible for the HAZMAT Program prior to field managers' mid-year and final performance appraisals. National Center points of contact are to provide summaries to their Associate Center Director or equivalent. The WO point of contact is to provide summaries to ADs 200, 300, and 700.

(2) The CASHE Program Lead is available to provide assistance in the development or performance of this training.